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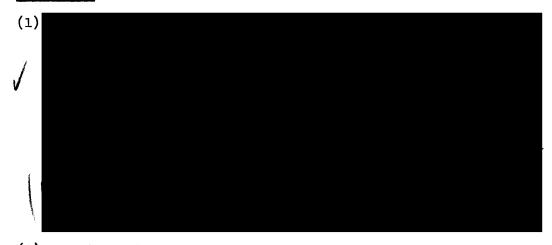
Report for Week Ending 18 June 1958 from
Forms Management Branch

### 1. Contributions

#### a. Tangible

- (1) Completed 38 actions requiring the printing of 1,267,125 copies or sets of blank forms. This represents one had increase of 18 actions and an increase of 286,325 copies or sets as compared to last week.
- √ (2) One, revised and eleven new forms were approved.
- (3) One for was made obsolete and one form redesignated.

## b. Intangible



25X1A6d

- (2) Coordinated on the use of our Travel Order Form by NSC and OCB.
- (3) Approved proof copies of the Information Report Forms 1 d and 1 e.

#### 2. Assignments

- (1) Sixteen new and sixteen revised forms are pending.
- (2) Six Employee Suggestions are pending.

### 3. News

(1) Attended the last 0 & M Luncheon Group Meeting of this year at the Burlington Hotel. 25X1A9a

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